



## CHAUFFEUR

The U.S. Consulate in Sydney is seeking an individual for the position of Chauffeur in the General Services Office.

Salary: A\$52,465 p.a.

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of Secondary School (Year 12/High School Diploma) is required.
2. Two years of professional driving experience is required.
3. Level 3 (Good working knowledge) written and spoken English is required. This will be tested.
4. Must hold a valid Australian Driver's license and have a clean driving record.
5. Demonstrated knowledge of addresses, locations and a general understanding of traffic conditions and rules of the road in Sydney and the surrounding suburbs is required.
6. The ability to perform basic preventative maintenance procedures for vehicles is required.

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Regional Human Resources Office, American Embassy, Moonah Place, YARRALUMLA ACT 2600 **by December 17, 2013.**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note:*** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug-free work environment.

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| <b>POSITION TITLE: CHAUFFEUR</b> | <b>POSITION GRADE LE-5<br/>(STARTING SALARY A\$52,465)</b> |
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## **BASIC FUNCTION OF THE POSITION**

Serves as chauffeur for the Consul General and high-level visits/delegations to Sydney, and is responsible for general maintenance and appearance of all official vehicles. Also provides occasional logistical support as driver/messenger for all Consulate sections.

The incumbent provides daily administrative support for the procurement section. Along with the other chauffeur, is an alternate back-up for the Postmaster, and in that capacity, screens and distributes Diplomatic Post Office (DPO) mail, unclassified pouch, and local mail, provides customer service to DPO customers.

The incumbent along with the other chauffeur also serves as the back up to the Residential Housing Coordinator, which involves overseeing residential make-ready, make-good and ongoing maintenance for Short Term Lease (STL) residences. Liaising and following up with officers, Property Managers and Contractors as required, arranging access to STL properties and escorting of contractors to ensure work is completed to a satisfactory standard.

In terms of duties, chauffeuring duties generally take precedence over other duties, but position provides support for the procurement section on a daily basis.

## **DUTIES AND RESPONSIBILITIES**

Serves as chauffeur for the Consul General and high-level visits/delegations to Sydney. Also provides occasional logistical support as driver/messenger for all Consulate sections, in accordance with taskings from Front Office and supervisor.

The incumbent holds a government purchase card. Under the direction of the Procurement Agent uses the card for minor procurements including GOV vehicle maintenance and other GSO-related expenses. Is accountable for all transactions made against the card ensuring proper procedures are followed and documented in accordance with USG regulations.

Along with the other chauffeur, is an alternate back-up for the Postmaster, and in that capacity, screens and distributes DPO mail, unclassified pouch, and local mail, provides customer service to DPO customers, and also prepares pouches for shipment to the Department and other posts.

The incumbent is the primary contact for the general maintenance and appearance of all official vehicles including Light Armored Vehicle (LAV), undertaking minor repairs and/or recommending major repairs. Maintains required statistics and prepares

required reports on all official vehicles (including trip reports and fuel accounts).

Maintains contacts with officials and business personnel to obtain expeditious service from auto repair firms, the Roads & Maritime Services, AFP, and Australia Post. Maintains contact with customs officials and assists with customs clearance at the airport when appropriate (principal).

Assists direct hire Americans with the purchase and sale of their private vehicles, liaising with DFAT and Australian Customs. Ensures all vehicle purchases and sales follow Australian and US Government regulations.

Back-up to the Residential Housing Coordinator, which involves overseeing residential make-ready, make-good and ongoing maintenance for STL residences. Liaising and following up with officers, Property Managers and Contractors as required, arranging access to STL properties and escorting of contractors to ensure work is completed to a satisfactory standard...

Other duties as assigned by Procurement Agent, the General Services Officer, and the Management Officer.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

Or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

## **THE DEADLINE FOR APPLICATIONS IS DECEMBER 17, 2013**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## **APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). A copy of valid work visa/permit is required. *(If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g., work permit, residency permit). If you are not sure if you need to submit proof of eligibility, contact the Mission's HR office).*
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References